

C O N F I D E N T I A L

OL Files
b6 2

29 JAN 1987

MEMORANDUM FOR: Deputy Inspector General for Audit, DCI

FROM: John M. Ray
Director of Logistics

SUBJECT: Leased Commercial Parking Spaces [REDACTED]

25X1

REFERENCE: A. Memo for DDA fm DIG/Audit Staff, dtd 3 Dec 86,
Subj: Request for Parking Spaces in Rosslyn
B. Memo for DDA fm SSA/DDA, dtd 8 Sep 86, Subj:
Acquisition of Commercial Parking in Rosslyn
DDA 86-1547

1. Based on your certification set forth in Reference A, the Deputy Director for Administration (DDA) has approved the leasing of three commercial parking spaces in the Rosslyn area for your office. This approval was based on the premise that a lack of adequate parking facilities is having an adverse effect on recruitment and retention of personnel for key Audit Staff assignments. Utilizing the services of Ogden Allied, we have been able to obtain the spaces you requested. The spaces, leased on a month-to-month basis, are managed by [REDACTED] and are located at [REDACTED]

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2. Prior to making arrangements [REDACTED] several other facilities in the Rosslyn area were contacted with prices ranging from \$45 to \$95 per month and at varying distances from your location. The spaces leased on your behalf cost \$65 per month. The total FY-87 cost for your spaces, including Allied's four percent general and administrative expense and using the current lease rate, is \$1819.80. If lease rates increase, you will be notified as additional funds will be required.

3. Neither OL nor Ogden Allied will be involved in the day-to-day administration of these spaces. Therefore, it is requested that a focal point within your office be appointed to

UNCLASSIFIED When Separated
from Attachments

OL 13025-87



C O N F I D E N T I A L

C O N F I D E N T I A L

SUBJECT: Leased Commercial Parking Spaces

attend to the administration and details of issuing, controlling permits, etc. We will continue the leases on a monthly basis on your behalf unless notified by your office, in writing, ten days prior to the end of the month of your desire to cancel any spaces. If, at a later date, a space that had been cancelled is again required, there will be no guarantee that the space will be with the same firm or in the same location. The focal point on this matter for OL will be the External Buildings Operations Branch (EBOB), Real Estate and Construction Division, OL. Any request to terminate leases should be forwarded to EBOB. Correspondence with EBOB should be forwarded to Room 2B07 [redacted] Building, attention [redacted]

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If you have any questions, Terri can be reached on extension [redacted]. In addition, you are requested to provide a detailed quarterly report to EBOB on the utilization of these spaces. The information will be compiled in a summary report that will be submitted to the DDA. This report is independent of the DDA requirement for an October 1987 review to determine if provision of additional parking is having the desired effect.

4. Although the Agency has arranged to obtain these spaces and has funded for them, the government will not be liable for any damage, theft, or similar actions against an employee's vehicle. Therefore, it is requested that you ask each prospective permit holder to read, sign, and date the attachment prior to issuing a permit.

5. Three parking permits [redacted] were provided to your office on 13 January 1987. The parking permits are to be hung from the rearview mirror and must be replaced each month. Parking is available on a first-come, first-served basis; therefore, specific spaces are not assigned. Also, three [redacted] parking key cards were provided for after-hours access. Please provide EBOB with the name of your parking coordinator and an alternate. These names will be passed to Metropark as the only individuals authorized to pick up these monthly permits on behalf of your office.

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John M. Ray

Attachments:

- A. References A & B
- B. Parking Agreement

C O N F I D E N T I A L

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Parking Spaces in Rosslyn

FROM:

D/IG/A
1201 Key

EXTENSION

NO.

DD/A Registry
86-2113X

DATE

4 Dec 86

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DCI/AO

4 Dec 86 4 Dec 86

1/14

Funds are available

2.

SSA/ADA

DEC 1986

12/12

Jm

DEC 1986

10/12

Jm

10/12

Jm

3.

D/OC

7.

8.

9.

10.

11.

12.

13.

14.

15.

ADMINISTRATIVE - INTERNAL USE ONLY

DDA-215X ic

3 December 1986

MEMORANDUM FOR: Deputy Director for Administration
VIA: DCI Administrative Officer
FROM: Deputy Inspector General for Audit
SUBJECT: Request for Parking Spaces in Rosslyn

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1. The Audit Staff presently has nine parking spaces in Key Building for the use of personnel. This is not the burden it might seem at first as most auditors are usually working at other sites and parking is available at those sites. However, certain audit personnel, GS-15 and SIS officers who are primarily assigned to Rosslyn, are required to supervise or visit on a continuing basis audit sites throughout the Headquarters area. The use of their POVs is necessary to accomplish this in a timely and efficient manner as shuttle service to and from some sites such as can take hours from Rosslyn. The nine Key Building spaces allocated to the Audit Staff are assigned to these officers. All spaces are available for general Audit Staff use when the assignees are not occupying them.

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STAT

2. In order to provide parking to all those officers--there are --with the broader supervisory duties noted above, the Audit Staff requests the assignment of an additional three parking spaces in Rosslyn.

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ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: REQUEST FOR PARKING SPACES IN ROSSLYN

*APPROVED:

[Redacted Signature]

23 DEC 1986

Deputy Director for Administration

STAT

D/IG/A [Redacted] 4Dec86)

STAT

Distribution:

Orig - Addressee (Return to Originating Office)

- 1 - DDA
- 1 - DCI/AO
- 1 - IG/AS

*Provided (a) that this special action be reviewed in 12 months with a view to determine if it had the desired effect, and (b) that the requesting organization pay for the parking acquired by this action.

SSA CARO

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General Counsel
86-03398

Logged

RECI

C _____

DC _____

EX _____

SA _____

C/REB _____

/ RO John S

C/FengB _____

PE _____

C/EBCE _____

PE _____

FILE _____

DDA 86-1547

8 September 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Special Support Assistant to the DDA

SUBJECT: Acquisition of Commercial Parking in Rosslyn

23 OCT 1986

1. Action Requested: This memorandum requests your approval for the acquisition of parking spaces in the Rosslyn area for [redacted] DDI/Office of Global Issues (OGI).

2. Background: The Chief [redacted] and the Director of OGI have both made convincing cases that the inability and in some cases the unwillingness of employees to pay the current rates to park their cars when serving in a Rosslyn assignment, has had serious repercussions on recruiting and retaining people in these assignments. They state that this is especially true for middle and lower graded people whose incomes are dramatically affected by up to \$100 per-month parking charges.

3. It is important to remember that Agency employees do exercise an element of choice over their assignments. DDO and DDI careerists may apply their case officer and analyst skills and experience in any number of assignments whose location is in Headquarters or other outlying buildings and thus avoid pay parking. Pursuing those assignments, versus the ones in Rosslyn, can mean as much as a \$1200 difference in income over the course of a year and \$2400 in a normal two-year tour (equivalent of a within grade increase (WGI) for some). Individual component reflections on the recruitment and retention problems alluded to in this memorandum are found in attachments 1 and 2.

4. Each component has expressed, in very similar terms, the inability to staff their operations, with detrimental impact on accomplishing their missions. Junior people, such as clericals and secretaries, are leaving Rosslyn assignments or refusing to accept them in the first place. Vacancy

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notices for Rosslyn assignments go unanswered. The operating efficiency of [] OGI thus becomes the main issue; and consequently the justification for this request. (See attachments 1 and 2).

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5. To alleviate their dilemma, [] has requested that [] parking spaces be leased per attachment 1. Similarly, OGI requests that [] spaces be leased (attachment 2). Each has agreed to fund this cost from their operating budgets. Administrative details, such as allocation of spaces and ongoing monitoring, will be handled within their respective components.

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6. Attachment 3, represents 3 legal opinions from the Office of General Counsel (OGC) which point to an appropriate use of Section 8 (a) (1) of the CIA Act of 1949, as amended, in expending funds "necessary to carry out Agency functions". Please see highlighted passages.

7. In summary, it is my assessment that using the justifications contained above, namely; recruitment and retention of our people in these key assignments ensuring no weakening in the accomplishment of our essential mission (particularly the ultra-high priority [] in both components), permits the use of Section 8 to approve these requests. Accordingly, I request your approval for [] OGI to initiate action to lease the requested spaces at USG expense.

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CONCURRED:

[]

Office of General Counsel

10/5/86
Date

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[]

Deputy Director for Intelligence

9 Oct 86
Date

25X1

[]

Deputy Director for Operations

10/10/86
Date

25X1

APPROVED: *Provided (a) that this special action be reviewed in October 1987 with a view to determining if it had the desired effect and (b) that the requesting organizations [] OGI pay for the parking acquired for this action.

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[]

Deputy Director for Administration

20 Oct 1986
Date

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PARKING AGREEMENT

I certify that the parking space obtained is being used on a daily, full-time basis. I acknowledge that this space has been obtained for the use of Audit Staff personnel, and that if at any time the parking space assigned to me is not being used full-time on a daily basis, I will dissolve the parking service arrangement with the parking facility immediately. I will then advise Audit Staff Logs that my parking privileges should be transferred to the next individual on the waiting list. I also certify that I have not been nor will I be reimbursed from any other source for the parking expenses claimed.

ASSIGNMENT

By accepting this assignment of a parking space, I understand and agree that I have no property right to the parking space and that the parking space may be reassigned or my parking privileges terminated at the discretion of the Agency. I further agree that on the request of the Audit Staff Parking Coordinator, _____, I will return all passes or permits related to the parking space.

NONLIABILITY

I also understand and agree that the Agency and the U. S. Government have no right of control over conditions in the parking area and assume no responsibility for such conditions or liability for damage to my automobile or personal injury to myself or others. By accepting this assignment of a parking space, I waive any claim that I have or my legal representative or successor might assert, against the U. S. Central Intelligence Agency or the U. S. Government for personal or property damage arising out of or related to parking in this assigned space.

Name

Date

Distribution:

Orig - Addressee

1 - C/FMD

1 - OL Files

1 - OL/RECD Official

1 - OL/RECD/REB Chrono

1 - OL/RECD/EBOB Chrono

1 - OL/RECD/EBOB/Parking Coordinator

1 - RECD Reader